

APPLICATION FOR PUBLIC FACILITY IMPROVEMENT (PFI) PERMIT



Development Engineering

13125 SW Hall Blvd., Tigard, OR 97223 (503) 639-4171 FAX: (503) 624-0752

General Information:

Property Address/Location(s): _____

*Applicant's Name: _____

Address: _____

City/State: _____ Zip: _____

Primary Contact: _____

Phone: _____ Fax: _____

Contractor's Name: _____

CCB# _____ Expiration: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____

Plans By: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____

Description of work: _____

Estimated value of work (within the public right-of-way): \$ _____

Is work related to a LAND-USE DECISION? YES ☐ NO ☐

If so, please specify (MLP, SDR, SUB, etc.) case #: _____

Is the work related to a BUILDING PERMIT? YES ☐ NO ☐

If so, please specify (BUILDING PERMIT) case #: _____

FOR STAFF USE ONLY

Engineering

Case No.: _____

Receipt No.: _____

Date: _____

Application Accepted By: _____

Revised 10/16/07

REQUIRED SUBMITTAL INFORMATION

Professional Engineered Plans are required for:

- Street Widening
- Subdivision Infrastructure
- Main utility line extension:
 - ◊ Storm Drain, Sanitary – Tigard
 - ◊ Water – Tigard Water Service Area (includes Durham, King City and a portion of unincorporated Washington County)

****Note:** See Engineered Plan Submittal Checklist attached.

For all other work: Submit scaled sketch of the work to be done. (see attached **minimum sketch requirements** and provided sketch area).

***NOTE: Person specified as "Applicant" shall be designated "Permitee" and shall provide financial assurance for the work.**

DEVELOPMENT ENGINEERING FEES

1. **Public Facility Improvement (PFI) Permit:**

Part 1: All non-water system improvements
Engineer's estimate X 5%

Part 2: All public water system improvements
Engineer's estimate X 12%

Total Permit Fee = Part 1 + Part 2

PFI Permit Fee Exemptions:

There will be no permit fee charged, or assurance required for the following types of work:

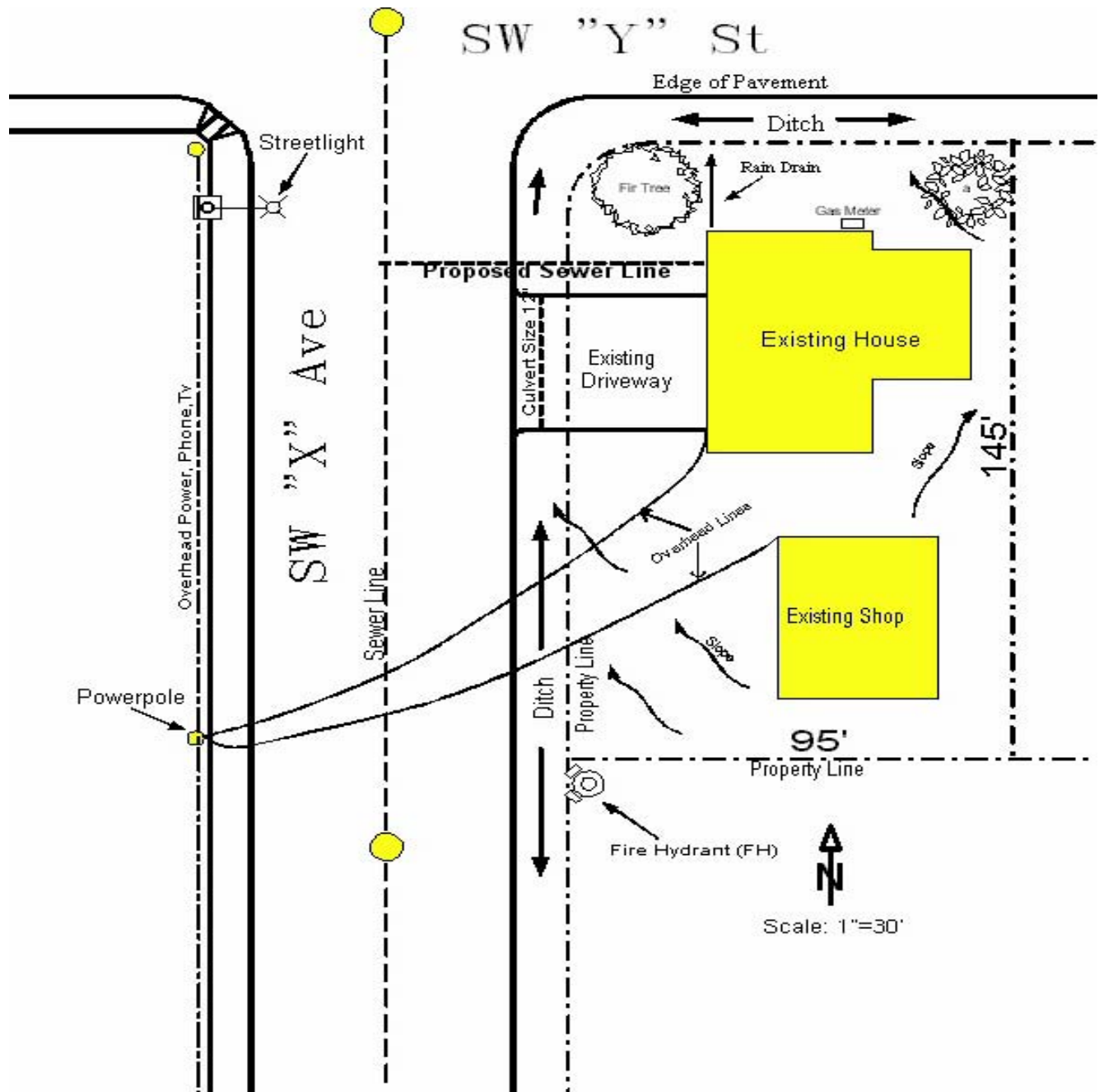
- Sidewalk or driveway repair (less than 20 lineal feet)
- Relocate or replace mailbox
- Ditch cleaning that does not involve regrading.
- Weephole repair
- Curb repair or replacement (less than 20 lineal feet)
- Lawn sprinkler system installation or repair
- Street tree pruning or planting
- Planter strip landscape maintenance
- Test wells

2. **Addressing Fee:** The fee for this service is **\$50.00 per address.**

SAMPLE Minimum Sketch Requirements

- | | | |
|-----------------------------|--|--------------------------------|
| ✓ North Arrow | ✓ Property Lines & Dimension | ✓ Slope of Property |
| ✓ Street & Street Name(s) | ✓ Existing Building, Structures | ✓ Utility & Street Light Poles |
| ✓ Proposed Work | ✓ Existing Curb or Edge of Pavement | ✓ Trees |
| ✓ Existing S/W or D/W Apron | ✓ Existing Utility Locations (sewer, water, storm) | |

SAMPLE SKETCH:



Minimum Sketch Requirements (Put "n/a" if Not Applicable):

_____ North Arrow	_____ Property Lines & Dimension	_____ Slope of Property
_____ Street & Street Name(s)	_____ Existing Building, Structures	_____ Utility & Street Light Poles
_____ Proposed Work	_____ Existing Curb or Edge of Pavement	_____ Trees
_____ Existing S/W or D/W Apron	_____ Existing Utility Locations (sewer, water, storm)	

SKETCH AREA: